

While you are waiting for the webinar to begin...

- Please tell us which LPHA you represent and how many contracts your agency has with the CDPHE.
- Type your response in the chat box.



Maternal and Child Health FY14 Contract Orientation

Colorado Department of Public Health and
Environment
Prevention Services Division
October 2013

Session Outcomes:

- Participants will gain an understanding of the FY14 MCH contractual, fiscal, and program requirements.



The webinar is divided into 3 sections:

- Contract
- Fiscal
- Program

Pop Quiz

- Which Colorado county has one of the busiest post offices in the nation on Valentine's Day?
 - a) Jefferson
 - b) Larimer
 - c) La Plata
 - d) Alamosa

Contractor Orientation

Kathy Jacobsen, MS

Senior Contracts Specialist

Prevention Services Division



Contractor Orientation

- Overview

Contacts

Program Overview

Program Roles & Responsibilities

Contract Basics

Standard Contract Language

Special and Additional Provisions

Contractor Orientation

- Contracting Personnel

Kathy Jacobsen, MS

Senior Contracts Specialist

kathy.jacobsen@state.co.us

303-692-2479

Contractor Orientation

- Program Overview

Overall goal: To improve the health and well-being of the MCH population, including children and youth with special health care needs.



Contractor Orientation

- Program Roles & Responsibilities
 - Roles of the Contractor
 - Develop, implement and evaluate a comprehensive plan in accordance with state and federal MCH guidelines, to improve the health and well-being of the MCH population, including children and youth with special health care needs.

Contractor Orientation

- Contract Basics

- Basic Expectations

- Read your contract
 - Reference your contract regularly
 - Know what is expected of you
 - We are here to help if you have questions

Contractor Orientation

- Contract Basics

- Applicable Federal Regulations
 - 2 CFR, Part 225 (formerly OMB Circular A-87) Cost Principles for State, Local and Indian Tribal Governments
 - 2 CFR, Part 601 (formerly OMB Circular A-102) Uniform Administrative Requirements for Grants and Agreements with State and Local Governments (Common Rule)
 - OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations Fourth level

Contractor Orientation

- Contract Basics

- Applicable Federal Laws

- Hatch Act - Prohibits use of federal funds for partisan political purposes of any kind (5 U.S.C. 1501-1508 and Public Law 95-454, Section 4728)
 - Davis-Bacon Act - Fair wages in accordance with local market conditions for laborers and mechanics employed by contractors and subcontractors (40 U.S.C. 276A – 276A-5)
 - Nondiscrimination on basis of race, color, national origin, age or disability (42 U.S.C. 6101 *et seq.*, 42 U.S.C. 2000d and U.S.C. 794)

Contractor Orientation

- Contract Basics

- Applicable Federal Laws

- Americans with Disabilities Act
 - Uniform Relocation Assistance and Real Property Acquisition Act
 - Federal Acquisition Streamlining Act of 1994
 - Prohibits use of federal money to lobby the legislative body of a political subdivision of a State
 - Section 2101, Public Law 103-355
 - Health Insurance Portability and Accountability Act of 1996 (HIPAA) – mandatory compliance if applicable 42 U.S.C. 1320d – 1320d-8

Contractor Orientation

- Contract Basics

- Annual Audit Requirements

- If agency expends >\$500,000 in federal funds in a fiscal year, A-133 audit is required
 - If agency expends >\$500,000 in State funds in a fiscal year
 - Submit a copy of audit report to State Internal Audit Office within 30 calendar days of receipt, or 9 months of end of fiscal year (whichever is earlier)
 - Take corrective action within 6 months of report to address any noncompliance

Contractor Orientation

- Standard Contract Language

- Special Provisions – Addresses required Colorado State Controller approval, fund availability, governmental immunity, compliance with law, prohibition of software piracy, conflict of interest, and exclusive employment of individuals who are lawfully present in the U.S. and authorized to work in the U.S.
- Additional Provisions – Addresses specific grant and program requirements.



Contractor Orientation

- Special and Additional Provisions
 - Special Provisions
 - The contract is not valid until it is signed by the State Controller or designee. You will receive notification from the Contracting Unit when the contract has been executed and informed as of what date you may begin working.
 - The financial obligation of the State payable beyond the current fiscal year is contingent upon the availability of funds

Contractor Orientation

- Special and Additional Provisions
 - Special Provisions
 - Each Contractor that the State enters into an agreement with will perform its duties as an independent contractor and not as an employee of the State. Neither Contractor nor any agent or employee of the Contractor shall be deemed to be an agent or employee of the State.
 - Contractor shall comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including unfair employment practices.

Contractor Orientation

- Special and Additional Provisions

- Special Provisions

- The State or other public funds payable under this contract shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws and applicable licensing.
 - The contractor attests that he/she has no interest in the service or property described in this contract and shall not acquire any interest that would conflict in any way with the performance of Contractor's services and shall not employ anyone having such interest.

Contractor Orientation

- Special and Additional Provisions
 - Special Provisions
 - The State Controller may withhold payment on this contract to offset debts the Contractor owes to other State Agencies for child support, unpaid taxes and accrued interest, unpaid student loans, required payments to the Unemployment Compensation Fund, and other unpaid debts to the State as a result of final agency determination or judicial action.

Contractor Orientation

- Special and Additional Provisions
 - Special Provisions
 - The Contractor, if a natural person 18 years of age or older, hereby swears and affirms that he or she is a citizen of the U.S. or otherwise lawfully present in the U.S., shall comply with the provisions of CRS §24-76.5-101 et seq., and has produced one form of identification required by CRS §24-76.5-103 prior to the effective date of this contract.

Contractor Orientation

- Special and Additional Provisions

- Additional Provisions

- The State may increase or decrease funds available under this Task Order Contract using a Grant Funding Letter. The Grant Funding Change Letter is not valid until it has been approved by the State Controller or designee.
 - The Grant Funding Letter allows us to increase or decrease funds without needing to amend the contract; however, this can only be used in situations where there are no changes to the statement of work (SOW) or Action Plans

Contractor Orientation

- Summary

Fiscal Contacts

Program Overview

Program Roles & Responsibilities

Contract Basics

Standard Contract Language

Special and Additional Provisions



Questions?

Pop Quiz

- The world's largest flat-top mountain is found in which Colorado county?
 - a) Tri-County area
 - b) Logan
 - c) Mesa
 - d) Routt



Fiscal Orientation

Patricia Nord, BSDH, RDH, MPH

Fiscal Officer

Prevention Services Division

Fiscal Orientation

- Communication and contacts
- Invoicing
- Allowable food costs
- Budget revisions
- Monitoring
- Resources



Fiscal Communication

- MCH Generalist Consultant

- Julie Davis (Boulder, Mesa, Otero, San Juan Basin)
- Cathy White (Denver, Jefferson, Northeast CO, Tri-County, Weld)
- Rebecca Heck (Alamosa, El Paso, Larimer, NW VNA, Pueblo)
- Receives any incoming updates and budget revision requests

- MCH Invoice Mailbox

- cdphe.psmchreports@state.co.us
- Receives incoming invoices from grantees

- Fiscal Contact

- Patricia Nord
- Contacts you with questions/discrepancies on invoices and budget revision approval
- 303-692-2566
- patricia.nord@state.co.us

Incoming Information

Incoming Invoices

Outgoing Correspondence

Invoice Templates

- Customized invoice templates that match the budget submitted in your contract
- Using these will:
 - Expedite processing
 - Reduce errors
- “Nothing Budgeted” Budget Categories
 - If adding an item to these categories, prior approval is required to open the line
- Template Modifications:
 - If adding/changing an item on the invoice that is different from the template, provide an explanation/need for the item on the project

Invoice Reminders

- Invoice Number
 - Unique
 - Reference the population in the number (CC, CA, MH, WORA, SC)
 - Limited to 12 characters (spaces included)
- Invoice Period
 - Must be updated for each invoice
- Address
 - Where you want the payment mailed (if not EFT)

Invoice Reminders Cont.

- “Other” Category
 - DO NOT USE, not a category in budgets
- Expenditures
 - Allowable under Federal guidelines
 - Allowable to this grant and scope of work
 - Reasonable (“prudent person” test)
 - Necessary to complete the scope of work for this project
- Match/In Kind Column
 - DO NOT include match/in-kind on invoices
 - Including would require additional/special monitoring that is not required by this grant

Invoice Submission

- Due Date:
 - 45 calendar days from the end of the invoice period (effective for services provided after October 1, 2013)
- Submit:
 - Signed invoice
 - Reimbursement details pages
- Submit to:
 - cdphepsmchreports@state.co.us



Food

- Allowed:
 - Food used for events related to MCH action plan
 - Training
 - Community Meetings
 - External Stakeholder Engagement Events
 - Multi-County Regional Meetings
- NOT Allowed:
 - Food for routine staff meetings and specialty clinics

Budget Revisions

- Budget Update
 - No longer required
- Assess need for a budget revision:
 - No changes in overall total budget
 - No changes in the Scope of Work
 - Moving funds from one budget category (personnel, operating, contractual, etc) or one budget (Care Coordination, Medical Home, etc) to another in excess of 25% of total direct costs of the contract or more than \$250,000
 - Adding any funds to a budget category (personnel, operating, contractual, etc) that has no CDPHE money on it; “opening the line”

Budget Revisions

- If moving less than 25% of total contract budget or \$250,000 to open lines:
 - No Approval Request Required!!
 - “FYI” e-mail to MCH Generalist Consultant
 - Changes are cumulative until budget revision
- If moving more than 25% of total contract budget or \$250,000 or moving any money to closed lines:
 - Budget revision approval REQUIRED
 - Contact your MCH Generalist Consultant to complete a Budget Revision Request Form
 - Submit budget revision request to MCH Generalist Consultant
 - Approval Notification will come from the Fiscal Officer (Patricia)
 - Resets your budget
 - Changes are NOT retro-active
 - **June 30, 2014**: deadline to submit budget revision form.

Budget Revision Assessment Example

- Total Contract Budget: \$60,000
 - Total Direct Contract Costs: \$50,000
 - Medical Home Budget: \$15,000
 - Child/Adolescent Budget: \$18,000
 - Specialty Clinics Budget: \$17,000
- Revision 1 in December
 - Moving \$6,000 from operating to personnel within Medical Home budget
 - No change in scope of work

Assessment Example 1 Answer

- Total Direct Contract Costs: \$50,000
- Total allowed to move before Budget Revision:
\$12,500 Cumulative to open lines
- Revision 1 = \$6,000 with no approval request
- Rationale:
 - Revision is less than 25% of total direct contract costs.

Budget Revision Assessment

Example 2

- Total Direct Contract Costs: \$50,000
- Revision 1 was completed in December
 - \$6,000 from operating to personnel in MH budget
- Now making Revision 2 in March
 - \$10,000 from personnel in MH budget to personnel in CA budget
 - No change in Medical Home or Child/Adolescent Scope of Work

Assessment Example 2 Answer

- Total Direct Contract Costs: \$50,000
- Total allowed to move before Budget Revision:
\$12,500 Cumulative to open lines
- Revisions:
 - Revision 1 = \$6,000 from operating to personnel in MH
 - Revision 2 = \$10,000 from personnel in MH to personnel in CA
 - Cumulative = \$16,000
- Budget Revision Request Required before Revision 2 can be made
- Rationale:
 - Revision is greater than 25% of total direct contract costs
- Approved Budget Revision RESETS the Budget

Monitoring

- Source Documentation Requests
 - Questioned costs on submitted invoices
 - Routine review (non-FRMS)
 - Do not submit source documentation unless we ask!
- Fiscal Desk Reviews
 - Conducted as needed if problems/concerns arise
- Fiscal Site Visits
 - Conducted as needed if problems/concerns arise



Fiscal On-Line Resources

- Web Site:
 - www.mchcolorado.org
- MCH Guidelines and Forms for LPHA Partners
 - Implementation and Invoicing
 - Budget Revision Template
 - Invoice Example/Sample
- Direct Fiscal Support
 - patricia.nord@state.co.us
 - 303-692-2566



Questions?

Pop Quiz

- Which Colorado county lays claim to the invention of the cheeseburger?
 - a) Boulder
 - b) El Paso
 - c) Pueblo
 - d) Denver



Program Orientation

Rebecca Heck, RN, MPH

MCH Generalist Consultant

Children, Youth, and Families Branch

Prevention Services Division

Program Orientation

- Action Plans & Budgets
- Scope of Work Changes
- MCH Progress Check-in Meetings
- Contract Management System Ratings
- Contacts and Resources



Action Plans & Budgets

- Notify your MCH Generalist Consultant via email when there are significant changes to the MCH action plan or budget (outside the scope of a budget revision).
- These changes include:
 - Changes in staffing including vacancies, new hires, and the addition or elimination of job positions
 - Changes in plan objectives or activities
 - Agency changes that directly impact MCH activities or plans
 - Community developments that directly impact MCH activities or plans
- The sooner the communication to your MCH Generalist Consultant the better. However, the contractor is required to notify the MCH Generalist Consultant within 15 business days of these changes.

Scope of Work Changes

- **Adding or Deleting Action Plan**
 - Requires a contract amendment
 - Deadline to add or delete an action plan: May 30, 2014
 - Communicate with your MCH Generalist Consultant
 - Follow procedures as advised

MCH Progress Check-in Meetings

- Designed for LPHAs, Generalist Consultants, and HCP Consultant to discuss the progress and/or challenges of planning, implementing or evaluating the MCH Action Plan or HCP Programs.
- The format and content vary throughout the year depending on the activities of the LPHA partners and the MCH Program (i.e. planning, reporting, etc.).
- Check-in meetings may also cover multiple fiscal years.

MCH Progress Check-in Meetings

- The MCH Generalist is responsible for scheduling the check-in.
 - **October/November**
 - **January**
 - **April/May**

Contract Management System Ratings

- CMS Ratings:
 - Occur 3x/year – October/November, February, June
 - Reflect contractor performance
 - MCH Generalist Consultant is responsible for assessing contractor performance and assigning the CMS rating with input from HCP Consultants, MITs, PSD Fiscal
 - Categories: quality, timeliness, price/budget, business relations, and requirements in the scope of work
 - Three-point scale: Above Standard, Standard, or Below Standard

Contacts

- MCH Generalist Consultants
 - Cathy White: 303.692.2375
cathy.white@state.co.us
 - Julie Davis: 303.692.2497
julie.davis@state.co.us
 - Rebecca Heck: 303.692.2392
rebecca.heck@state.co.us
- HCP Consultant
 - Angie Goodger: 303.692.6316
angela.goodger@state.co.us

Contacts

- MCH Unit Manager (Through Dec 13, 2013)
 - Gina Febbraro: 303.692.2427
gina.febbraro@state.co.us
- HCP Unit Manager
 - Jennie Munthali: 303.692.2435
jennie.munthali@state.co.us



You may find the MCH Guidelines, invoice form, and budget revision forms on the MCH website:

www.mchcolorado.org



Questions?